

Annex B

ANG/USAF/USAFR Applicant Documentation Checklist

****SINGLE-SIDED COPIES OF DOCUMENTS ONLY****

1. NGB 34-1 (No copies, must complete for each position applying for must have original with signature on each application)
2. Photocopy of military physical (Physical must be less than 2 years old).
 - Must have HIV less than 6 months old at time of application.
 - Must have Drug test results from the most recent test attached to physical.
 - Must have DD 5500-R/5501-R attached if on weight control program.
 - Pregnancy test less than 30 days old.
3. If physical is less than 2 years old must have an AF422 (Physical Profile Serial Report) and a Standard Form 507 (Health History Questions/Interval History) less than 6 months old.
4. Official military photograph in dress blue uniform with awards and decorations clearly visible (less than one year old.)
5. Biographical Summary (Template can be viewed and downloaded at www.arng.army.mil/missiledefense.)
6. Certified copy of most recent personal Record Review RIP.
7. Current record of Service History (Retirement points documentation.)
8. Performance Rating for last 5 years as applicable.
 - Air National Guard use NGB form 26
 - Active Duty Air Force and USAF Reserve use current performance rating forms

9. Memorandum from unit fitness monitor stating applicant meets current USAF fitness standards.

10. Copies of all DD214's and NGB22's, if applicable.

11. Current Security Clearance verification form the unit /state security manager.

12. Memorandum from the immediate commander stating service member is in "good standing", "of good moral character" and is not currently under any type of punitive action to include any on-going investigations or adverse dispositions (memorandum must address each item as stated above.)

13. Completed **DD 368 (Request for Conditional Release)** for all Army, Air Force, Navy and Marine Corps Reserve and Active Duty applications

14. Legible copy of current drivers license.

15. Copies of College Transcript (Requirement for all officers.)

16. Strongly suggest the following items be included with the application

- Copies of completion documents of all military training
- Copies of all awards, decorations and citations
- Letters of recommendation from supervisor and/or commander